

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:	<b>BUILDING INSPECTOR III</b>
Jurisdictional Class:	<b>Competitive; Non-Competitive if P.T. in villages under 5000 &amp; P.T. in towns</b>
Date Adopted:	<b>Unknown</b>
Date Revised:	
Jurisdictions:	<b>Towns &amp; Villages</b>

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**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the local legislative body or the top administrative officer, a Building Inspector III is responsible for reviewing all plans and specifications submitted with applications for local building permits and for inspecting buildings both erected and under construction and repair for compliance with approved plans and specifications, the local building code, the zoning ordinance and the multiple residence law. This position is generally found in rural or sparsely populated municipalities. Employees in this class do not have responsibility for the examination of plans for the construction or for the inspection of large scale construction involving the use of reinforced concrete or structural steel but may be required to perform routine inspection activities in connection with structural members. In instances where the approval of plans and specifications and the inspection of structures of this type of construction is necessitated, a municipality should engage a licensed professional engineer or architect. A Building Inspector III may supervise a small number of technical or clerical assistants. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Reviews and checks on plans and specifications submitted with building permit applications for compliance with building code, the zoning ordinance and applicable laws prior to issuing permits; Inspects buildings, structures, mobile home parks and trailer tent camps in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Explains the requirements of the local building code, the local zoning ordinance and the New York State multiple residence law and other applicable laws to building contractors and to the general public;

Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;

Orders unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;

Inspects existing buildings and structures to insure their conformity with safety standards;

Investigates complaints of the building code and zoning ordinance;

Maintains records of acts and decisions;

Prepares periodic reports of buildings and structures erected or altered, of permits issued, of fees collected and estimated costs of work covered by such permits, for presentation to the local governing body.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern practices, principles and materials and tools used in building construction; thorough knowledge of the requirements of the local building code and the zoning code; good knowledge of the building trades; fundamental knowledge of the principles of engineering and architecture; good knowledge of the New York State Multiple Residence Law; ability to establish and maintain cooperative relationships with other public officials,

Last Reviewed: n/a  
Last Updated: n/a  
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Last Reallocated: n/a

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with building contractors and with the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; thoroughness; tact; good judgment.

### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a recognized college with a degree in engineering or architecture; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in building construction work, or as a Municipal Building Inspector or as an Assistant Building Inspector; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.